

ADAMS COUNTY
BOARD OF
SUPERVISORS

RULES OF THE BOARD

ADAMS COUNTY RULES OF THE BOARD

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ADAMS COUNTY RULES OF THE BOARD

RULE I: COUNTY BOARD OF SUPERVISORS

The governing body shall be known as "Adams County Board of Supervisors" and shall from this point forward be called the "County Board". The County Board shall consist of twenty (20) Supervisors representing twenty (20) Districts within Adams County.

RULE II: TERM OF OFFICE

The County Board shall serve a two (2) year term expiring on the third (3rd) Tuesday in April in the even numbered years.

RULE III: ORGANIZATIONAL MEETING

At the beginning of a new term of a new County Board, the first meeting will be an Organizational Meeting. The meeting will be held the third (3rd) Tuesday in April in even numbered years. The order of business for this meeting will be as follows:

1. Call the meeting to Order by the County Clerk
2. County Clerk to indicate if the Meeting was properly announced
3. Reading of the Certificate of Membership by the County Clerk
4. Administration of the Oath of Office
5. Roll Call
6. Moment of Silence
7. Pledge of Allegiance
8. Approve the Agenda
9. Adoption of Rules of the Board of the Adams County Board of Supervisors
10. Election of the County Board Chair (two (2) year term)
11. Election of 1st Vice-Chair (two (2) year term)
12. Election of 2nd Vice-Chair (two (2) year term)
13. Go to regular business under Rule XIX.

RULE IV: CALL OF THE ROLL

Anytime the County Board convenes or reconvenes, the County Clerk shall make a roll call of the members.

RULE V: VOTING

All Supervisors present at any meeting of the County Board shall be required to vote unless excused by the Chair or a majority vote of the County Board. Voting shall be done electronically, unless it is requested by the Chair to have a voice vote. A vote on any question shall be taken by roll call when called for by any member of the County Board and shall be recorded in the minutes by the County Clerk.

Anytime the County Board or a Committee votes on any matter, the Chair, Secretary, or Recording Secretary of the Committee shall record the members' votes and enter it into the meeting minutes.

RULE VI: RULES OF THE BOARD

The Rules of the Board are adopted with each new County Board at the Organizational Meeting and shall govern the County Board for its term in Office.

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RULE VII: ELECTION OF OFFICERS

The County Board shall, on the third (3rd) Tuesday of April, in the even numbered years, elect, by secret ballot according to §19.88(1), Wisconsin Statutes, a Chair, 1st Vice Chair and 2nd Vice Chair, to each serve a two (2) year term. The County Clerk shall conduct the election as follows until the Chair is elected:

- A. Secret ballots shall be used for the nominating ballot followed by formal ballots until a majority vote of the members present elects such Officers.
- B. Only persons named on a nominating ballot shall be considered during a formal ballot and any ballot cast in violation of this Rule shall be considered void.
- C. Each position shall be voted on by separate ballot and each nominee may speak for three (3) minutes.
- D. In the event a candidate does not obtain a majority vote, then the candidate receiving the lowest number of votes shall be eliminated from consideration, and the election shall continue until a majority vote is obtained.

RULE VIII: COMMITTEE ON APPOINTMENTS

Committee on Appointments shall consist of the County Board Chair, 1st Vice Chair, 2nd Vice Chair, and the County Administrator. The Committee's responsibility is to assist the County Administrator in making appointments for all Committees. The County Administrator shall appoint all members of Committees, subject to confirmation of the County Board. These initial appointments shall occur at the first meeting of the County Board following the Organizational Meeting held in April of even numbered years.

RULE IX: DUTIES OF THE CHAIR OF THE COUNTY BOARD

The County Board Chair preserves the order of the County Board, and shall decide all the questions of order, subject to an appeal of the County Board. The Chair may excuse the attendance of members and the excuse shall be entered into the minutes of the County Board. The Chair shall preserve and may speak on points of order in preference to other Supervisors and shall be required to vote on all questions and matters pertaining to the County Board, except questions on appeal from his decisions, and his vote shall be recorded with the rest. The Chair shall be an ex-officio member of all Committees, but may vote only in the absence of a member of the Committee. The Chair shall ensure the County Board and individual Supervisors act consistently with the County Board's Rules and Policies. The Chair shall preside at County Board meetings in an efficient and effective manner and shall set the general tone for each meeting through positive leadership. Deliberation will be fair, open, and thorough, but also efficient, timely, orderly, and to the point. The Chair shall ensure the other Supervisors are informed of current and pending County Board issues and processes. The Chair, or designee, shall represent the County at all ceremonial events or functions, when requested, and shall represent the County upon request of groups or organizations to present County positions or programs.

The Chair is a member of the County Board, and has the same rights in debate as any other member. However, the Chair is also obligated to maintain impartiality when presiding over the County Board. If the Chair wants to discuss issues on the floor, the Chair must relinquish his seat before addressing the County Board. The 1st Vice Chair or 2nd Vice Chair will then assume the Chair for the duration of the discussion and action on the agenda item.

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RULE X: DUTIES OF THE 1ST VICE CHAIR AND 2ND VICE CHAIR

The 1st Vice Chair shall assume the duties of the Chair in the event of the Chair's temporary absence. A temporary absence is deemed to mean that the Chair is unable to carry out the duties of his office for a period of ninety (90) days or less.

The 1st Vice Chair shall assume the duties of the Chair in the event the Chair relinquishes his seat to address the Board. At the conclusion of the discussion and action of the agenda item in which the Chair addressed the County Board, the Chair may resume his seat.

The 1st Vice Chair shall assume the duties of the Chair in the event of a permanent absence due to disability, incapacity, death, resignation or removal. A permanent absence is deemed to mean that the Chair is unable to carry out the duties of his office for a period of time that exceeds ninety (90) days. The 2nd Vice Chair shall be moved to 1st Vice Chair position and an election, as provided in Rule VII, shall be held to elect a new 2nd Vice Chair for the remainder of the term.

In the event the Chair and the 1st Vice Chair are absent for the above-mentioned reasons, the 2nd Vice Chair shall assume the Chair's duties and responsibilities.

RULE XI: ABSENCE OF THE CHAIR, 1ST VICE CHAIR, AND 2ND VICE CHAIR

In the absence of the Chair and the Vice Chairs, the County Clerk shall call the County Board to order, and the County Board shall then elect, as provided in Rule VII, one (1) of the members as temporary Chair.

RULE XII: COUNTY BOARD VACANCY

In the event of a vacancy on the County Board, the County Administrator shall appoint a person who is a qualified elector and resident of that supervisory district to fill the vacancy for the unexpired portion of the term, pursuant §59.10(3)(d) and §59.18(2)(c), Wisconsin Statutes. The County Administrator, at the next County Board meeting, shall recommend approving the appointment. If the County Board disapproves the appointment, any member of the County Board, at the same meeting, may offer nominations to fill the vacancy subject to the approval of the County Board. Any person appointed to the County Board under this paragraph shall take Office upon being approved by the County Board and sworn in by the Judge; in the Judge's absence, the Court Commissioner or the County Clerk shall assume the responsibility.

RULE XIII: TIME AND PLACE OF MEETINGS

The County Board shall meet on the following dates:

- A. The third (3rd) Tuesday in April in the even numbered years shall be the Organizational Meeting.
- B. The Annual Meeting shall be held on the Tuesday after the second Monday of November in each year, unless either such meeting is adjourned in accordance with § 59.11(1), Wisconsin Statutes.
- C. The third (3rd) Tuesday in each month unless otherwise designated by a majority vote of the Board.

All meetings shall begin at 9:30 a.m. or 7:00 p.m., unless a different hour is specified by a majority vote of the County Board. The place of the meetings shall be in the County Board Room of the Courthouse in the Village of Friendship, Wisconsin, or at another location as designated by a majority vote of the County Board.

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RULE XIV: SPECIAL MEETING

The County Board may cancel, postpone or set Special Meetings, except those expressly required by law, upon the written request of a majority of the Supervisors. The request must specify the time and date of the meeting, and must be delivered to the County Clerk at least forty-eight (48) hours before the meeting. The request shall also list the reason(s) for canceling, postponing, or the purpose of the Special Meeting. The County Clerk shall notify each Supervisor by mail, fax, email, or telephone of the date and time of the meeting.

In the case of an emergency, the Chair, 1st Vice Chair, or 2nd Vice Chair may call a Special Meeting. The calling of the meeting must be in writing, specify the date, time and place and be delivered to the County Clerk at least twenty-four (24) hours before the meeting. The County Clerk shall prepare an agenda and notify each Supervisor by mail, fax, e-mail, or telephone of the date and time of the meeting.

RULE XV: ATTENDANCE

Attendance at all County Board meetings by Supervisors is mandatory pursuant §59.11(4), Wisconsin Statutes. If a Supervisor cannot attend a regularly scheduled Board meeting, the Supervisor shall contact the Chair or County Clerk at least two (2) days prior to the meeting with an explanation of the absence. The Supervisor's absences shall be entered in the County Board minutes as excused. If circumstances render advance notice of the absence impossible due to an emergency, the Supervisor shall contact the Chair within one (1) week of the absence. At the next meeting, the Chair shall enter into the minutes that the Supervisor was excused.

The above attendance rules also apply to Committees, with the exception that only the Committee Chair shall be contacted and approve any absences.

Unexcused Absences. An unexcused absence from any County Board meeting by a Supervisor, depending upon the circumstances, shall subject such Supervisor to suspension or expulsion from the County Board upon two-thirds ($\frac{2}{3}$) vote of the members present. Absences may be excused solely by the County Board Chair, but advance notification to the County Clerk is acceptable subject to the Chair's approval.

A Supervisor that has three (3) consecutive unexcused absences from a Committee shall be reported to the County Board Chair for appropriate County Board action. Only the Committee Chair may excuse absences. Excused and unexcused absences must be documented in the minutes. The County Board action may include reprimand or suspension from the County Board or Committee. This action must be approved by two-thirds ($\frac{2}{3}$) vote of the members present.

If a Supervisor is excused from a Committee meeting, the County Board Chair may act in place of the excused Supervisor for that meeting.

RULE XVI: QUORUM

A majority of Supervisors or Committee members shall constitute a quorum.

RULE XVII: OPEN MEETINGS

The public is entitled to the fullest and most complete information regarding the affairs of County Government as is compatible with the conduct of County affairs and the transaction of County business. The Wisconsin Statutes are to be complied with, by all members, at all meetings. The County Board and its Committees shall meet with open doors pursuant §59.11(4), Wisconsin Statutes,

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and timely notification of all public meetings, date, time, place, and subject matter shall be given, including the topics for any contemplated closed session, as provided by Wisconsin Statutes.

- A. **Confidential Relationships.** Supervisors shall be allowed attendance at closed session meetings. A legally constituted Committee of the County may lawfully vote to exclude any Supervisor not a member of that Committee from a lawfully closed session, pursuant to §19.89, Wisconsin Statutes.
- B. **Confidentiality of Closed Sessions.** Supervisors and other persons attending a closed session of the County Board or Committee of the County Board shall maintain the confidentiality of the proceedings during that closed session, and shall not disclose the events of the closed session to any person not admitted to the closed session without approval of the County Board or Committee that held the session. All County Board Supervisors and members of Committees shall comply with Open Meetings Law, pursuant §19.91 and §19.96, Wisconsin Statutes.
- C. **Agendas.** Agendas of all meetings shall be noticed at least twenty-four (24) hours in advance of the meeting with the County Clerk's office and any news media and those who request agendas. In an emergency a meeting may be called but requires approval of the Corporation Counsel and shall be noticed at least two (2) hours prior to the meeting.
- D. **Minutes.** Minutes of all County Board meetings shall be signed by the County Clerk and shall be provided to the Supervisors with the next month's County Board packet. Minutes of all Committee meetings shall be signed by the Chair, Secretary or Recording Secretary and filed with the County Clerk's Office within five (5) working days of the meeting and shall include all attachments presented at the meeting or with the agenda. All minutes shall make note that the minutes have not been approved by the governing body.

RULE XVIII: REIMBURSEMENT FOR SERVICES

No per diem shall be reimbursed to a Supervisor except as provided by this Rule. Per diem payments shall be allowed for actual attendance by a Supervisor at any of the following:

- A. A meeting of the County Board.
- B. A meeting of any County Board standing or ad hoc Committee of which the Supervisor is a member, or which the Supervisor was directed by the County Board or the Board Chair to attend, or which the Supervisor was invited by the Committee's Chair to attend to represent that Supervisor's Committee on a matter within the jurisdiction of that Supervisor's Committee.
- C. A meeting of any other group or organization to which the Supervisor has been appointed with the consent and approval of the Board.
- D. A public hearing if the County Board or a Committee has approved that Supervisor's attendance, in advance, as reflected in the minutes of such body.
- E. A seminar or conference at which attendance of the Supervisor has been approved.
- F. Travel days prior to the start of or after the end of a conference or an event, providing the event is over sixty (60) miles from the County Seat and the meeting starts before 8:30 a.m. or ends after 3:00 p.m.

No per diem compensation or travel expenses shall be allowed for meetings, seminars, conferences, or other events outside of the State of Wisconsin unless specifically approved by a majority vote of the County Board. A Supervisor is not entitled to a per diem for attending a meeting if the meeting is not held or if no business is transacted at that meeting. No per diem payments shall be allowed for attendance at Town Board meetings.

The per diem rate for attendance at County Board meetings is forty-five dollars (\$45.00). The per diem rate for attendance at all other meetings and events is thirty-five dollars (\$35.00).

No more than one (1) per diem payment shall be allowed to a Supervisor for any one (1) day except

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as follows:

- A. If the Supervisor attends different meetings on the same day, and there is a gap of one and one-half hours (1½) or longer between adjournment of one (1) meeting and the commencement of the other meeting, then per diem payments may be allowed for each meeting that day.
- B. If a meeting lasts five (5) hours or more on the same day, an additional per diem payment of fifteen dollars (\$15.00) in addition to the rate specified shall be paid.
- C. A Supervisor who attends a second or subsequent meeting on the same day and there is a gap less than one and one-half (1½) hours between adjournment of one (1) meeting and the commencement of the other meeting, then an additional per diem payment of fifteen dollars (\$15.00) for that second (2) or subsequent meeting shall be paid.

Mileage, Meals, and Lodging. All mileage shall be reimbursed at the rate set by the Internal Revenue Service. The County Board member's shall be paid mileage for all County Board meetings. County Board member's shall only be paid mileage if they actually drive to all other Committee meetings. The County Board shall be paid for meals and lodging as provided in the Personnel Policies.

Expense Vouchers. Expense vouchers shall be submitted to the County Clerk's Office no later than the Friday before the County Board meeting. All Non-County Board members of Committees or other sub-units of County Government who have claims shall submit them within sixty (60) days of the date incurred. Six (6) Supervisors shall review all County Board claims at the regular County Board meeting. The six (6) Supervisors shall rotate on a three (3) month cycle.

RULE XIX: COUNTY BOARD & COMMITTEE AGENDAS AND MINUTES

County Board Agenda. All Resolutions and Ordinances shall be delivered to the County Clerk seven (7) days prior to the County Board meeting. The County Clerk shall, at least four (4) days before each meeting of the County Board, present to each Supervisor written minutes of the previous County Board meeting and an itemized agenda of the matters to be considered by the County Board. The Chair, in conjunction with the County Clerk, shall prepare the agenda. Copies of all Resolutions and Ordinances shall be submitted to the Supervisors along with the agenda and written minutes of the previous meeting. At the beginning of the meeting, the County Board shall approve the minutes of the previous meeting. On the last day of the Session, the minutes for that day may be read by the County Clerk and, before the final adjournment, corrected by the County Board.

The order of business for all regular County Board meetings may be as follows:

1. *Call to Order by the Chair*
2. *Was the meeting properly announced?*
3. *Moment of Silence*
4. *Pledge of Allegiance*
5. *Roll Call*
6. *Approval of Minutes*
7. *Public Participation (if requested by the County Board Chair)*
8. *Announcement of Meetings, Agenda Changes, Report of Supervisors Claims read by the County Clerk, and appoint six (6) Supervisors to approve claims*
9. *Correspondence*
10. *Petitions*
11. *Appointments*
12. *Unfinished Business (includes reconsideration of previous months action - see preceding months agenda.)*
13. *New Business*
14. *Review Committee Minutes*
15. *Resolutions*

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- 1 *16. Ordinances*
- 2 *17. Denials*
- 3 *18. Per Diem and Mileage for this Meeting read by the County Clerk*
- 4 *19. Motion for County Clerk to correct errors*
- 5 *20. Set next meeting date*
- 6 *21. Closed Session, pursuant to Chapter 19, Wisconsin Statutes.*
- 7 *22. Adjournment.*

8

9 **Committee Agenda.** The Home Committee Chair shall approve their meeting agendas when
10 possible before it is sent to the Committee members. Agenda items generally listed as: any other
11 business, any unfinished business, any new business, miscellaneous reports, or for the good of the
12 Department, shall not be included. Items to be discussed shall identify the topic to be discussed with
13 enough specificity so the members of the Committee and the public will know what will be discussed.
14 If the item is not clearly identified, the Committee shall not discuss or take action on the issue. The
15 following format shall be followed:

16

17 *Date:*
18 *Time:*
19 *Place:*
20 *Agenda:*

- 21
- 22 *1. Call to Order by the Chair*
 - 23 *2. Was the meeting properly announced?*
 - 24 *3. Roll Call.*
 - 25 *4. Approve the agenda.*
 - 26 *5. Approve minutes (list date(s) of meeting(s)).*
 - 27 *6. Public Participation (if requested by the Committee Chair).*
 - 28 *7. Communications.*
 - 29 *8. List items for action or discussion.*
 - 30 *9. Report of Departments (List items for action).*
 - 31 *10. Report of Committee Members (List items for action).*
 - 32 *11. Set next meeting date.*
 - 33 *12. Closed Session, pursuant to Chapter 19, Wisconsin Statute. (This shall have the approval of the*
34 *Corporation Counsel as to contents.)*
 - 35 *13. Adjournment.*

36

37 *Any person wishing to attend who, because of a disability, requires special accommodation, should*
38 *contact the (name of Department and phone number where they may call) at least twenty-four (24)*
39 *hours before the scheduled meeting time so appropriate arrangements can be made.*

40

41 *This is a public meeting. As such, all members or a majority of the members of the County Board*
42 *may be in attendance. While a majority of the County Board members, or the majority of any given*
43 *County Board Committee may be present, only the above Committee will take official action based on*
44 *the above agenda.*

45

46 **Agendas for a Joint Committee Meeting.** The Chairs of the Committees that have requested a joint
47 meeting shall agree to the agenda items relating to the Joint Committee Meeting and relay that
48 information to the appropriate Department Head. Each Committee involved in a Joint Committee
49 Meeting shall be responsible for preparing their agenda for joint meeting. The Chairs of the
50 Committees involved in a joint meeting shall determine who shall chair the meeting. The members of
51 all Committees involved in a Joint Committee meeting may make motions and vote on all agenda
52 items.

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1 **County Board Minutes.** Each Supervisor shall read the minutes of the previous Board meeting
2 either in the County newspaper or in the copy sent to them by the County Clerk before the County
3 Board meeting. Any appropriate corrections or alterations of such minutes will be made at the
4 succeeding County Board. The minutes of the County Board meetings will be printed in the County
5 Board Proceeding Book. All minutes shall include the time of adjournment.

6
7 The County Clerk shall keep correct minutes of the proceedings of the County Board. In all cases
8 where an order, motion, or resolution shall be entered on the minutes of the Board, the name of the
9 Supervisor moving the same, the name of the Supervisor seconding, and the results of the vote shall
10 be entered on the minutes. At the end of the minutes it shall read: THESE MINUTES HAVE NOT
11 BEEN APPROVED BY THE COUNTY BOARD.

12
13 **Committee Meeting Minutes.** The Secretary or Recording Secretary for each Committee shall keep
14 correct minutes of all Committee meetings and shall provide copies to all Committee members. Any
15 time there is a motion, it shall be entered in the minutes of the Committee meeting, including the
16 name of the Supervisor moving the same and the name of the Supervisor seconding the motion, and
17 the results of the vote on the motion. The Secretary or Recording Secretary that records the minutes
18 shall also include the time of adjournment in the minutes, and shall sign the minutes verifying they
19 are true and accurate. At the end of the meeting minutes it shall read as follows: THESE MINUTES
20 HAVE NOT BEEN APPROVED BY THE COMMITTEE.

21
22 Any appropriate corrections or alternation of such minutes will be made at the succeeding Committee
23 meeting. The official signed minutes shall be completed and given to the County Clerk's Office
24 within five (5) business days of the meeting and shall be made available to the public as requested.

25 26 **RULE XX: COMMITTEES, BOARDS AND COMMISSIONS**

27
28 After the initial appointment to the Committees, the County Administrator subject to confirmation by
29 the County Board shall make all future appointments. The County Board and Committee Duties and
30 Structure shall be as follows:

31 32 **COUNTY BOARD GENERAL DUTIES**

33
34 A. The County Board shall establish all County Policies.

35
36 B. The following items require approval beyond the standing committee level.

- 37 1. **Budgetary Oversight.** Review, amend and approve the annual County budget per §65.90,
38 Wisconsin Statutes.
39 2. **Personnel Oversight.**
40 a. All modifications of County positions require approval of the County Board through the
41 annual budget, including but not limited to:
42 (1) Creation of new positions
43 (2) Increase hours
44 (3) Change pay rates
45 b. Personnel changes not anticipated in the annual budget process, require the approval of:
46 (1) Governing Standing Committee
47 (2) Personnel Director
48 (3) County Administrator
49 (4) County Board
50 c. The Personnel and General Administrative Policies.
51 d. Confirm the appointment of non-elected Department Heads by a majority vote.
52 3. **Collective Bargaining Agreements.** Approval of collective bargaining agreements requires
53 a majority vote of the County Board.

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4. **Transfer of Funds.** Items requiring a transfer of funds from the General Fund requires County Board approval. A two-thirds ($\frac{2}{3}$) vote of the elected County Board members is required for approval of transfers from:
 - a. General Fund
 - b. Contingency Fund
 - c. Any Departmental account in excess of \$10,000.00 or 10% of a Department's original adopted budget in accordance with §65.90(5)(b), Wisconsin Statutes.
5. **Grant Acceptances involving:**
 - a. Hiring of new personnel
 - b. County funds
 - c. Public works expenditures requiring formal specifications, public notices or bids per §59.52(29)(a), Wisconsin Statutes, require the approval of the appropriate Standing Committee and County Board unless State Statutes delegate acceptance authority to the Standing Committee.
 - d. The County Board may approve continuation of a grant-funded position, or any portion of the position upon the termination of grant funds.
6. **Establish Committees, Boards and Commissions.** In keeping with the purpose and objective of the Committee, to satisfy statutory requirements, and to encourage community involvement. Appointments to Boards, Commissions, and Ad Hoc Groups shall be:
 - a. Recommended by the County Administrator per §59.18(2)(c), Wisconsin Statutes; and
 - b. Confirmed by the County Board with a majority vote.

STANDING COMMITTEES GENERAL DUTIES

- A. At the first organizational meeting of the County Board, the Committee shall elect a Chair, Vice Chair, and a Secretary. The Committee may also appoint a Recording Secretary.
- B. Review the annual budget for County Departments within the Committee's oversight, and refer to the County Administrator for further action.
- C. Review of Department financial reports for each of the County Departments within the Committee's oversight.
- D. Direct and guide Policy and accountability of the Departments within the Committee's oversight.
- E. Approve action items including but not limited to:
 1. Departmental budget
 2. Departmental policies and procedures
 3. Staffing levels and hours
 4. New positions
 5. Grant applications and acceptances
 6. Establish Departmental fee schedules
 7. Conduct short and long range planning
 8. Establish Departmental short and long range goals.
- F. Approve intergovernmental agreements and contracts as necessary or as otherwise authorized by law.
- G. Bring forth resolutions and ordinances for action by the County Board.

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ADMINISTRATIVE & FINANCE COMMITTEE

A. **Membership.** The Administrative & Finance Committee shall be comprised of five (5) County Board Supervisors.

B. **Oversight.** The Administrative & Finance Committee shall confer and have policy making responsibilities for the following Departments: County Clerk, County Treasurer, Library, and MIS.

C. **Duties and Responsibilities.** Duties and responsibilities include, but are not limited to the following:

1. Examine all claims against the County.
2. Provides oversight for all routine County financial matters including review and approval of: audit reports, investments, insurance policies, bonding, contingency funds, and recommends budget amendments to the County Board.
3. Approve transfer of funds to County Departments of up to \$10,000.00 or ten percent (10%) of the Department's original adopted budget with a majority vote in accordance with §65.90(5)(b), Wisconsin Statutes.
4. Approve transfer of funds between Department individual accounts, with no change in the overall budget, by a majority vote.
5. Review and recommend to the County Board, transfers from the General Fund, pursuant §65.90(5)(a), Wisconsin Statutes.
6. Review and recommend changes of the annual budget to the County Administrator, prior to submittal to the County Board for adoption.
7. Review on a monthly basis the Treasurer's report on County investment activities per §59.62, Wisconsin Statutes.
8. Evaluate and make recommendations to the County Board on the issuance of new debt, refinancing existing debt, and authorizing debt repayment.
9. Appraise and advertise lands acquired by tax deed or by in rem proceedings, pursuant §75.14, Wisconsin Statutes. Recommends the sale or holding of any lands acquired by tax deed or in rem proceedings, requires approval of the County Board.
10. Receive Library Board reports pursuant to §43.58(6), Wisconsin Statutes.
11. The Library Director shall report to the Committee as requested on operations of the County Library.
12. Approve the implementation of a five (5) year technology plan for the County.
13. Review and update all computer and technological policies.

D. **Sub Committees, Boards, and Commissions.** The Administrative & Finance Committee shall be responsible for interaction, communication and recommendations to the County Board with respect to the Library Board.

1. Library Board.

- a. **Membership.** Pursuant to §43.57(4)(b), Wisconsin Statutes, a seven (7) member Library Board shall be appointed, which shall consist of at least:
 - (1) One (1) school district administrator of a school district located in whole or in part of the County or that school district administrator's designee.
 - (2) Two (2) County Board Supervisors.
 - (3) Representatives of existing Library Boards under §43.57(4)(b), Wisconsin Statutes, and persons residing in municipalities not served by Libraries.
- b. **Duties and Responsibilities.** Pursuant to §43.58, Wisconsin Statutes, the duties are assigned to the Library Board.

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EXECUTIVE COMMITTEE

- A. **Membership.** The Executive Committee shall be comprised of five (5) County Board Supervisors, which shall consist of:
1. County Board Chair
 2. First (1st) Vice Chair
 3. Second (2nd) Vice Chair
 4. Two (2) appointed County Board Supervisors.
- B. **Oversight.** The Executive Committee shall confer and have policy-making responsibilities for the following Departments: Corporation Counsel/Personnel and County Administrator.
- C. **Duties and Responsibilities.** Duties and responsibilities include, but are not limited to the following:
1. Interview up to three (3) candidates recommended by the County Administrator for appointment to the position of Department Head. The County Administrator shall recommend an appointee for the position of Department Head to the County Board for confirmation.
 2. Interview candidates recommended by the Personnel Director for the position of County Administrator. The Executive Committee shall recommend an appointee for the position of County Administrator to the County Board for confirmation.
 3. Responsible for review and implementation of the Rules of the Board and Personnel & General Administrative Policies.
 4. Introduce Policy Resolutions that are not the responsibility of another committee or that affect the County Government as a whole.
 5. Communication and liaison between all committees, municipalities and government units, to work out problems of mutual concern.
 6. Review proposed state and local legislation concerning County Government and make recommendations.
 7. Review, approve and update the County's mission and goals.
 8. Develop short and long range plans for the County.
 9. Set parameters, goals, and give Policy directions to the County Administrator and Corporation Counsel/Personnel Director on collective bargaining issues. Prior to any contract being submitted to arbitration, the Corporation Counsel/Personnel Director shall meet with the Committee and discuss the status of negotiations and receive further direction.
 10. All proposed union contracts shall be submitted to the Committee and County Board for final approval.
 11. Reviews and recommends salaries, benefits and compensation structure for all personnel to the County Board for final approval.
 12. Review and update any County printing policies and procedures.
 13. General policy making responsibilities for all building, remodeling, improvements or fixtures on County property, personal property and real estate, whether owned or leased, and operations, repairs and upkeep of such real estate.
- D. **Sub Committees, Boards, and Commissions.** None.

HEALTH & HUMAN SERVICES BOARD

- A. **Membership.** The Health & Human Services Board shall be comprised of nine (9) members, which shall consist of:
1. Five (5) shall be County Board Supervisors.
 2. Four (4) shall be individuals who are not elected officials or employees of the County. These members shall be comprised of the following:

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- a. An individual who receives or has received human services, or shall be a family member of such an individual, and who has demonstrated interest or competence in the field of public or community health.
 - b. A good faith effort shall be made to appoint a Physician.
 - c. A good faith effort shall be made to appoint a Registered Nurse.
 - d. No public or private provider of services shall be appointed to the Health & Human Services Board.
3. **Terms.** As required by §46.23(4)(c), Wisconsin Statutes, members shall serve for terms of three (3) years, so arranged that as nearly as practicable, the terms of one-third ($\frac{1}{3}$) of the members shall expire each year.
- B. **Oversight.** The Health & Humans Services Board shall confer and have policy-making responsibilities, except as provided by law, for the following Departments: Health & Human Services and Veteran Services.
- C. **Duties and Responsibilities.** Created pursuant to §46.23(4)(a)1 and §46.23(4)(b)(2), Wisconsin Statutes, duties and responsibilities shall include but not be limited to the following:
1. Oversee the Department and assure enforcement of the Health and Human Services Statutes, Rules, and Regulations.
 2. Act as the Human Services Board as required by §46.23(5) and 46.23(5m), Wisconsin Statutes.
 3. Act as the County Board of Health as required by §251.04, Wisconsin Statutes.
 4. Act as the Aging Commission, advised by an Aging Advisory Committee, as required by §46.82(4)(d), Wisconsin Statutes.
 5. Develop Policies and authorize direction and planning for the delivery of all human services that meet the physical and mental health, social and economic needs of individuals and families; review the coordinated plan and budget; set priorities on program operations within the funding mechanisms provided by Federal, State, and County Government.
 6. Assess the health status of the citizens and recommend Policies that will improve the health status and assure that needed health services are provided.
- D. **Sub Committees, Boards, and Commissions.** All subcommittees shall report to the Health & Human Services Board. The Health & Human Services Board shall be responsible for interaction, communication and recommendations to the County Board with respect to the Finance Subcommittee, Service Evaluation Subcommittee, Human Resources Subcommittee, Aging Advisory Committee, Nutrition Advisory Committee, Long Term Support Advisory Committee, W2 Steering Committee, Mental Health, AODA & Crisis Advisory Committee, Youth Services Advisory Committee, and Veteran Services Commission.
1. **Finance Subcommittee.**
- a. **Membership.** The Finance Subcommittee shall be comprised of five (5) members, at least four (4) of whom shall be County Board Supervisors.
 - b. **Duties and Responsibilities.** Duties and responsibilities include, but are not limited to the following:
 - (1) This is an advisory Committee, not a policy making Committee.
 - (2) Meetings will be held monthly.
 - (3) Review invoices and vouchers presented for payment to the Department. Following subcommittee review, a summary report will be prepared and presented to the Health & Human Services Board as a whole for approval at the next meeting.
2. **Service Evaluation Subcommittee.**
- a. **Membership.** The Service Evaluation Subcommittee shall be comprised of at least three (3), and no more than five (5) members.

1 b. **Duties and Responsibilities.** Duties and responsibilities include, but are not limited to
2 the following:
3 (1) This is an advisory Committee, not a policy making Committee.
4 (2) Responsible for reviewing the products of the ongoing service evaluation efforts of
5 the Department, including surveys of customer or consumer satisfaction, service
6 utilization reports.
7 (3) Participates in the development and analysis of goals and objectives for each unit of
8 the Department.
9

10 3. **Human Resources Subcommittee.**
11 a. **Membership.** The Human Resources Subcommittee shall be comprised of three (3)
12 members, two (2) of whom shall be County Board Supervisors. Membership on this
13 subcommittee may vary as a function of the position to be filled and the interests and/or
14 expertise of the Health & Human Services Board members.
15 b. **Duties and Responsibilities.** Duties and responsibilities include, but are not limited to
16 the following:
17 (1) This is an advisory Committee, not a policy making Committee.
18 (2) Assist in the recruitment and retention of staff of the Department, including screening
19 and interviewing of applicants for vacant positions, and recommending action to the
20 full Health & Human Services Board.
21 (3) For recruitment, hiring, and disciplinary issues, the Director and relevant Unit
22 Manager will participate, per County Policy.
23

24 4. **Aging Advisory Committee.**
25 a. **Membership.** The Aging Advisory Committee shall be comprised of seven (7)
26 members, and include at least fifty percent (50%) of older individuals. At least five (5)
27 members will be age sixty (60) and over, and five (5) shall be citizen members. The
28 remaining members shall be the Aging Director and Director of the Health & Human
29 Services Department. The membership should be representative of the varying socio-
30 economic composition of the older population in the County.
31 b. **Term.** Citizen members shall serve three (3) year terms, so arranged that as nearly
32 practical, the terms of one-third ($\frac{1}{3}$) of the members shall expire each year. No member
33 may serve more than two (2) consecutive three (3) year terms.
34 c. **Duties and Responsibilities.** Duties and responsibilities include, but are not limited to
35 the following:
36 (1) This is an advisory Committee, not a policy making Committee.
37 (2) Act pursuant to the Wisconsin Elders Act of 1991, as the Commission on Aging.
38 (3) Meetings are held quarterly.
39

40 5. **Nutrition Advisory Committee.**
41 a. **Membership.** The Nutrition Advisory Committee shall be comprised of twelve (12)
42 individuals which shall consist of the following:
43 (1) Nine (9) nutrition program participants, with three (3) representing each meal site.
44 (2) Others representing the public interest, consisting of:
45 (a) One (1) County Board Supervisor
46 (b) Aging Director
47 (c) Director of the Health & Human Services Department
48 (3) Meal site participants shall elect members to serve on the Committee.
49 b. **Duties and Responsibilities.** Duties and responsibilities include, but are not limited to
50 the following:
51 (1) This is an advisory Committee, not a policy making Committee.
52 (2) Meetings shall be held every two (2) months.

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1 (3) Meetings shall provide opportunity for the Committee to address participant
2 grievances and complaints.
3

4 **6. Long Term Support Advisory Committee.**

5 a. **Membership.** The Long Term Support Advisory Committee shall be comprised of at
6 least thirteen (13) members, which shall consist of the following:

7 (1) Two (2) County Board Supervisors

8 (2) Five (5) individuals receiving long-term support services (or a relative or guardian of
9 such individuals) representing each of the groups eligible for Community Options
10 Program funding (frail elderly, physical disabilities, developmental disabilities,
11 chronic mental illness, and chemical dependence);

12 (3) One (1) representative from each of the following:

13 (a) County Health Department

14 (b) Commission on Aging

15 (c) Health & Human Services Department

16 (d) Local nursing home

17 (e) Local home health agency

18 (f) Local medical center.

19 b. **Duties and Responsibilities.** Duties and responsibilities include, but are not limited to
20 the following:

21 (1) This is an advisory Committee, not a policy making Committee.

22 (2) Meetings are held quarterly.

23 (3) The Long Term Support Advisory Committee, required under §2.02, Community
24 Options Guidelines, is responsible for approval and oversight of the Community
25 Options Plan (and annual updates).

26 (4) Assuring coordination of services among local service providers and long-term
27 support programs,

28 (5) Evaluating service delivery.
29

30 **7. W2 Steering Committee.**

31 a. **Membership.** The Wisconsin Works/W2 Steering Committee shall be comprised of at
32 least twelve (12), but not more than fifteen (15) members, which shall consist of the
33 following:

34 (1) Representatives of local business interests.

35 (2) Two (2) members shall be County Board Supervisors.

36 (3) Staff of public employment and other human service providers including the County,
37 serve as advisors to the Committee.

38 b. **Duties and Responsibilities.** Duties and responsibilities include, but are not limited to
39 the following:

40 (1) This is an advisory Committee, not a policy making Committee.

41 (2) Shall carry out the duties specified in §49.143(2)(a), Wisconsin Statutes.

42 (3) This is a public/private partnership established by each W2 agency to provide ties to
43 the local community with strong leadership from the business sector.

44 (4) Assist the Department by establishing strong ties to local employers, creating and
45 identifying job opportunities, developing employment strategies, promoting
46 entrepreneurship, and providing mentoring.
47

48 **8. Mental Health, AODA, & Crisis Advisory Committee.**

49 a. **Membership.** The Mental Health, AODA, & Crisis Advisory Committee shall be
50 comprised of at least fifteen (15) and no more than twenty (20) members, which shall
51 consist of the following representing:

52 (1) Units of the Health & Human Services Department

53 (2) Veteran Services

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- 1 (3) Law Enforcement
- 2 (4) Local hospital
- 3 (5) Advocacy groups (NAMI, AA/NA)
- 4 (6) Community Action
- 5 (7) Domestic Violence
- 6 (8) Charitable organizations (Salvation Army, United Way, local faith community)
- 7 (9) One (1) County Board Supervisor.
- 8 b. **Duties and Responsibilities.** Duties and responsibilities include, but are not limited to
- 9 the following:
- 10 (1) This is an advisory Committee, not a policy making Committee.
- 11 (2) Assists the Department and the Health & Human Services Board through advocacy
- 12 for customers/clients, needs assessments, assurance of the coordination of services,
- 13 and planning for responses to crisis situations experienced by persons with mental
- 14 health and/or substance abuse issues.
- 15 (3) Through participation by those entities involved in supporting customers/clients, this
- 16 Committee will be in a position to advise the Health & Human Services Board and
- 17 staff regarding gaps in the service system, areas where services might be enhanced or
- 18 expanded, and areas of duplication or overlap of services.
- 19
- 20 9. **Youth Services Advisory Committee.**
- 21 a. **Membership.** The Youth Services Advisory Committee is comprised of staff members
- 22 from the following areas:
- 23 (1) Adams-Friendship Area Schools
- 24 (2) Youth Services
- 25 (3) Clinical Services
- 26 (4) Public Health Units of the Health & Human Services Department
- 27 (5) Law Enforcement
- 28 (6) Head Start
- 29 (7) University Extension
- 30 (8) Other local service providers
- 31 (9) Individuals interested in children's issues.
- 32 b. **Duties and Responsibilities.** Duties and responsibilities include, but are not limited to
- 33 the following:
- 34 (1) This is an advisory Committee, not a policy making Committee.
- 35 (2) Meetings are held monthly during the school year.
- 36 (3) The structure and function of this Committee is sufficiently flexible so that other
- 37 groups may be invited to participate in discussions on more systemic issues.
- 38 (4) Functions as an advisory body to the Health & Human Services Board and staff in the
- 39 area of services to youth.
- 40
- 41 10. **Veteran Service Commission.** Separate pursuant to §45.12, Wisconsin Statutes.
- 42 a. **Membership.** The Veterans Service Commission shall be comprised of three (3) citizen
- 43 members.
- 44 b. **Duties and Responsibilities.** Duties and responsibilities include, but are not limited to
- 45 the following:
- 46 (1) This is an advisory Commission, not a policy making Commission.
- 47 (2) Meet at minimum two (2) times per year.
- 48 (3) Provide aid to needy veterans, or to spouses, surviving spouses, minor and dependent
- 49 children of veterans, and the needy parents of veterans pursuant to §45.10 through
- 50 §45.15, Wisconsin Statutes.
- 51
- 52

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1 PLANNING & DEVELOPMENT COMMITTEE

2
3 A. **Membership.** The Planning & Development Committee shall be comprised of five (5) County
4 Board Supervisors and two (2) citizen members. Of the five (5) County Board Supervisors, two
5 (2) shall be members of the Resources & Recreation Committee.

6
7 B. **Oversight.** The Planning & Development Committee shall confer and have policy making
8 responsibilities for the following Departments: County Surveyor, Land & Water Conservation,
9 Planning & Zoning, and Register of Deeds.

10
11 C. **Duties and Responsibilities.** Duties and responsibilities include, but are not limited to the
12 following:

- 13 1. Act with the powers of Chapter 92, Wisconsin Statutes, regarding soil and water conservation
14 and animal waste management.
- 15 2. Act as the Land Conservation Committee pursuant to §92.07, Wisconsin Statutes and
16 maintain the following:
 - 17 a. §295.13, 59.51, Wisconsin Statutes Non-metallic Mining Reclamation Ordinance
 - 18 b. §31.18, 31.32, 31.39, 56.70(8), 59.70(20), 66.0103, 87.30, 92.07, 281.31, 281.35,
19 Wisconsin Statutes-County Dam Property
 - 20 c. §59.02, 59.03, 59.54, and 92.16, Wisconsin Statutes-Animal Manure Storage
21 Management Ordinance
- 22 3. Adopt standards and specifications for management practices to control erosion,
23 sedimentation and non-point source water pollution.
- 24 4. Encourage research and education.
- 25 5. Review preventative and control measures for flood prevention and conservation.
- 26 6. Review agreements and contracts.
- 27 7. Promotes the development of comprehensive resource conservation programs to halt and
28 reverse the depletion of soils, resources, and pollutions of its waters.
- 29 8. Promote activities needed to establish a Geographic Information System (GIS) program that
30 meets the needs of the County, as well as the public.
- 31 9. Act as the Planning & Zoning Committee pursuant §59.69(2), Wisconsin Statutes, and
32 maintain the following:
 - 33 a. §59.69, Wisconsin Statutes, Zoning Ordinance.
 - 34 b. §59.692, Wisconsin Statutes, Shoreland Zoning Ordinance.
 - 35 c. §59, Wisconsin Statutes, Floodplain Zoning Ordinance.
 - 36 d. §145.20, Wisconsin Statutes, Private Sewage Septic Ordinance.
 - 37 e. §236.45, Wisconsin Statutes, Land Subdivision Regulations.
 - 38 f. §59.69, Wisconsin Statutes, Solid and Hazardous Waste Siting Ordinance.
 - 39 g. §59.69, Wisconsin Statutes, Uniform Citation Ordinance.
 - 40 h. Rural Numbering Ordinance.
 - 41 i. Sexually Oriented Business Ordinance.
- 42 10. Recommend the adoption or amendment of the County Comprehensive Plan to the County
43 Board.
- 44 11. Review and take action on any Land Information policies and approval of expenditures and
45 contracts needed, proposed by the Land Information Officer or Land Information Advisory
46 Group.

47
48 D. **Sub Committees, Boards, and Commissions.** The Planning & Development Committee shall
49 be responsible for interaction, communication and recommendations to the County Board with
50 respect to the Board of Adjustments, Central Wisconsin Community Action Counsel, Drainage
51 Board, Housing Authority, North Central Wisconsin Regional Planning Commission, North
52 Central Wisconsin Workforce Development Board, Rural Industrial Development Commission,
53 Revolving Loan Fund and Lake Districts.

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1 **1. Board of Adjustments.**

2 a. **Membership.** The Board of Adjustments shall consist of no more than five (5) members
3 of which the members must live within a town in the County, with no two (2) members
4 from the same town. The County shall appoint two (2) alternates to the Board pursuant
5 §59.694(2)(bm).

6 b. **Duties and Responsibilities.** Pursuant to §59.694(1)(2) and §59.692(4)(5), Wisconsin
7 Statutes, duties and responsibilities include, but are not limited to the following:

8 (1) Hear and decide appeals where it is alleged there is error in any order, requirement,
9 decision or determination made by an Administrative Officer.

10 (2) Hear and decide special exceptions to the terms of a Zoning Ordinance upon which
11 the Board of Adjustment is required to pass.

12 (3) Authorize, upon appeal in specific cases, such variance from the terms of a Zoning
13 Ordinance, as will not be contrary to the public interest, where due to special
14 conditions, a literal enforcement will result in practical difficulty or are unnecessarily
15 burdensome, so that the spirit of the Zoning Ordinance shall be observed, public
16 safety and welfare secured, and substantial justice done.

17
18 **2. Central Wisconsin Community Action Council (CWCAC).**

19 a. The County Administrator shall appoint two (2) County Board Supervisors to the
20 CWCAC.

21 b. The Council meets six (6) times a year in even months with the following Counties
22 involved: Adams, Juneau, Sauk, Columbia and Dodge.

23
24 **3. Drainage Board.**

25 a. **Membership.** Pursuant to §88.17, Wisconsin Statutes, the Drainage Board shall be
26 comprised of three (3) members, which shall be appointed by the Court.

27 b. **Duties and Responsibilities.** The Drainage Board shall carry out all duties and
28 responsibilities as specified in §88.17, Wisconsin Statutes.

29
30 **4. Housing Authority.**

31 a. **Membership.** The Housing Authority shall be comprised of five (5) members appointed
32 by the County Administrator pursuant §59.53(22)(b) and §66.1201(5)(a), Wisconsin
33 Statutes, which shall consist of:

34 (1) Two (2) County Board Supervisors

35 (2) Three (3) Citizen members

36 b. **Duties and Responsibilities.** The Housing Authority is created by §59.53(22),
37 Wisconsin Statutes, and the duties and responsibilities are pursuant to §66.1201 and
38 §66.1211, Wisconsin Statutes, and include, but are not limited to the following:

39 (2) Prepare, carry out, acquire, leave and operate housing projects approved by the
40 County Board to provide for the construction, reconstruction, improvement,
41 alteration or repair of any, or part of, housing projects.

42 (3) Own, hold, clear and improve property.

43 (4) Lease or rent any dwellings, houses, accommodations, lands, buildings, structures or
44 facilities embraced in any housing project.

45 (5) Establish and revise the rents or charges for housing projects subject to the limitation
46 of §66.1201, Wisconsin Statutes.

47
48 **5. North Central Wisconsin Regional Planning Commission (NCWRPC).**

49 a. **Membership.** The County shall have three (3) appointments to the NCWRPC of which:

50 (1) The County Administrator shall appoint one (1) member to the NCWRPC, pursuant
51 §66.0309(3)(a) 1, Wisconsin Statutes.

52 (2) Two (2) members from each participating County shall be appointed by the
53 Governor. At least one (1) appointee shall be a person, selected from a list of two (2)
54 or more persons nominated by the County Board, who has experience in local

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government in elective or appointive offices or who is professionally engaged in advising local governmental units in the fields of land-use planning, transportation, law, finance, engineering or recreation and natural resources development. The Governor in making appointments under this subdivision shall give due weight to the place of residence of the appointees within the various Counties encompassed by the region, pursuant §66.0309(3)(a) 2, Wisconsin Statutes.

6. **North Central Wisconsin Workforce Development Board (NCWWDB).**

- a. The County Administrator shall appoint one (1) County Board Supervisor to the NCWWDB.
- b. The Board meets quarterly and the Counties involved in this District include: Adams, Forest, Langlade, Lincoln, Marathon, Oneida, Portage, Vilas, and Wood.

7. **Rural Industrial Development Commission.**

- a. **Membership.** The Rural Industrial Development Commission shall consist of seven (7) members that reflect the diversity of needs within the County. Ex Officio members include the President of the Village of Friendship, Mayor of the City of Adams, and all Chairpersons of all Town Boards within the County. The Commission shall consist of representatives from the following and shall be appointed by the County Administrator and approved by the County Board:
 - (1) Adams Columbia Electric Cooperative
 - (2) Adams County Board Supervisor
 - (3) Adams County Banks
 - (4) Local Business Community
 - (5) Towns
 - (6) City of Adams
 - (7) Village of Friendship
- b. **Duties and Responsibilities.** Duties and responsibilities include, but are not limited to the following:
 - (1) This is an advisory Commission, not a policy making Commission.
 - (2) The Rural Industrial Development Commission shall elect annually a President, Vice-President, Secretary and Treasurer.
 - (3) Act pursuant to the Rural Industrial Development Commission, Inc. bylaws approved by the County Board.

8. **Revolving Loan Fund.**

- a. **Membership.** The Revolving Loan Fund shall be comprised of the Board of Directors of the Rural Industrial Development Commission.
- b. **Duties and Responsibilities.** Duties and responsibilities include but are not limited to the following:
 - (1) This is an advisory Board, not a policy making Board.
 - (2) Serve new and expanding businesses in Adams County
 - (3) Provide gap financing
 - (4) Encourage investment
 - (5) Encourage creation of permanent, year round jobs
 - (6) Encourage retention and expansion of existing businesses
 - (7) Attract new business
 - (8) Encourage development of modern industrial technology, and a safe, healthful work environment in Adams County.

9. **Lake Districts.**

- a. **Membership.**
 - (1) Pursuant §33.27, Wisconsin Statutes, upon formation of the District by the County Board, the County Administrator is responsible for appointing four (4) or five (5)

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members of the initial Board of Commissioners, which operates the district until the first annual meeting. Three (3) members must be owners of property within the District, at least one (1) of whom must be a resident of the District if one (1) is willing to serve. If no resident is willing to serve, the requirement is waived. The County Administrator shall appoint a member or nominee of the County's Land Conservation Committee as the County Board's appointee. Pursuant with §33.28(2m)(b), within thirty (30) days after the County Board order establishes the District, the governing body of the city, village or town within the largest valuation of property within the District is required to appoint the fifth (5th) initial Commissioner. The terms of these expires at the first (1) annual meeting of the district.

(2) Pursuant §33.27, Wisconsin Statutes, at the first (1) annual meeting of the County-formed district, the legal residents and property owners, by secret ballot, elect Commissioners to succeed the initial Board appointed by the County Administrator. While the Board generally includes three (3) elected Commissioners, the annual meeting is empowered to permanently increase the number of elected Commissioners to five (5). In addition to the elected representatives, the permanent Board of Commissioners includes an appointee of the city, village or town within the District with the largest equalized valuation and a nominee of the Land Conservation Committee appointed by the County Board.

b. **Duties and Responsibilities.** Duties and responsibilities are set forth in §33.29 and §33.31, Wisconsin Statutes.

PUBLIC SAFETY & JUDICIARY COMMITTEE

A. **Membership.** The Public Safety & Judiciary Committee shall be comprised of five (5) County Board Supervisors, of which one (1) shall be the County Board Chair.

B. **Oversight.** Except as provided by law, the Public Safety & Judiciary Committee shall confer and have policy making responsibilities for the following Departments and Operations: Child Support, Clerk of Circuit Courts, Coroner, District Attorney, Emergency Management, Office of the Family Court Commissioner, Register in Probate, and Sheriff.

C. **Duties and Responsibilities.** Duties and responsibilities include, but are not limited to the following:

1. Review and approve as necessary emergency management plans for the County, consistent with the State Plan of Emergency Management, assist in the review and approval of Municipal Emergency Management Plans, and integration of such plans with the County plan.
2. Act as the Emergency Management Committee pursuant §166.03(4)(c), Wisconsin Statutes.
3. Oversee activities of County Emergency Management Director per §166, Wisconsin Statutes.
4. Approve fees, meals to prisoners, contracts, charges of transportation of patients and prisoners to various institutions, and all other financial affairs of the Sheriff's Department.
5. Approve rules, regulations and policies for the Sheriff's Department.
6. Oversee the County Court and Court related processes.
7. Pursuant §59.54(15), Wisconsin Statutes, Annual Inspection. At least annually each year the Board of each County, or a Committee thereof, shall visit, inspect and examine each jail maintained by the County, as to health, cleanliness and discipline, and the keeper of the jail shall lay before the board or the committee a calendar setting forth the name, age and cause of committal of each prisoner. If it appears the Board or Committee that any provisions of the law have been violated or neglected, the Board or the Committee shall immediately give notice of the violation to the District Attorney of the County.

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D. **Sub Committees, Boards, and Commissions.** The Public Safety & Judiciary Committee shall be responsible for interaction, communication and recommendations to the County Board with respect to the Local Emergency Planning Commission.

1. **Local Emergency Planning Commission.**

a. **Membership.** Pursuant to §59.54(8), Wisconsin Statutes, the Local Emergency Planning Commission is required to have members as specified in 42 USC 11001(c), which shall have powers and duties under 42 USC 11000 to 11050 and under §166.20 and 166.21, Wisconsin Statutes. Superfund Amendments and Re-authorization Act (SARA) Title III (Section 301(c)) requires that the Committee consist of at least one (1) representative from each of the following groups;

(1) Elected State and Local Officials

(2) Law Enforcement

(3) Fire

(4) Emergency Management

(5) Health Professionals

(6) Environmental

(7) Representatives of facilities subject to the Emergency Planning requirements and the Media.

b. **Duties and Responsibilities.** Pursuant to 42 USC 11000 to 11050 and under §166.20 and §166.21, Wisconsin Statutes, duties and responsibilities include, but are not limited to the following:

(1) This is an advisory Committee, not a policy making Committee.

(2) Complete all duties under the Federal Act.

(3) At least annually submit to the division of emergency management in the Department of Military Affairs a list of the members of the Local Emergency Planning Commission appointed by the County Board inkling the agency, organization or profession that each member represents.

(4) Implement programs and undertake activities which are designed to prepare the County to cope with emergencies involving the accidental release of hazardous substances and which are consistent with, but in addition to, the minimum requirement of §166.20, Wisconsin Statutes, and 42 USC 11000 to 11050.

(5) When notified of the release of a hazardous substance, take all actions necessary to ensure the implementation of the Local Emergency Response Plan.

(6) Consult and coordinate with the County Board, the County and local heads of emergency management services, and the Public Safety & Judiciary Committee in the execution of the Local Emergency Planning Commission's duties.

PUBLIC WORKS COMMITTEE

A. **Membership.** The Public Works Committee shall be comprised of five (5) County Board Supervisors.

B. **Oversight.** The Public Works Committee shall confer and have policy making responsibilities for the following Departments: Airport, Highway and Solid Waste.

C. **Duties and Responsibilities.** Duties and responsibilities include, but are not limited to the following:

1. Act as the Highway Commission pursuant to §83.015, Wisconsin Statutes.

2. General policy making responsibility for the operations of the Solid Waste Department.

3. Remain updated of changing legislation regarding waste disposal and recycling, and ensure County compliance.

4. Propose and approve contracts, leases, fees, expenditures or other agreements as necessary for the construction, improvement, equipment, maintenance, and operation of the Airport.

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5. Review reports presented by the Airport Manager.
6. Meet with the Fair Board concerning building, grounds and maintenance.

D. Sub Committees, Boards, and Commissions. The Public Works Committee shall be responsible for interaction, communication and recommendations to the County Board with respect to the Airport Commission and the Traffic Safety Commission.

1. Airport Commission.

- a. **Membership.** The Airport Commission shall be comprised of two (2) County Board members and three (3) members especially interested in aeronautics appointed by the County Administrator.
- b. **Duties and Responsibilities.** Pursuant to §114.14, Wisconsin Statutes, duties and responsibilities shall be as follows:
 - (1) This is an advisory Commission, not a policy making Commission.
 - (2) The Airport Commission shall have complete and exclusive control and management over the airport.

2. Traffic Safety Commission.

- a. **Membership.** The Traffic Safety Commission shall be comprised of the following:
 - (1) Highway Commissioner
 - (2) Sheriff or Chief Deputy
 - (3) County Highway Safety Coordinator
 - (4) One (1) representative designated by the County Administrator from each of the disciplines of education, medicine, and law
 - (5) Three (3) representatives involved in law enforcement, highways, and highway safety
- b. **Duties and Responsibilities.** Pursuant to §83.013, Wisconsin Statutes, duties and responsibilities include, but are not limited to the following:
 - (1) This is an advisory Commission, not a policy making Commission.
 - (2) Meet at least quarterly to review traffic accident data from the County and other traffic safety related matters.
 - (3) The Commission shall designate a person to prepare and maintain a spot map showing the locations of traffic accidents on County and Town roads.
 - (4) Upon review, the Commission shall make written recommendation for any corrective action it deems appropriate to the Department of Transportation, County Board, Public Works Committee or any other appropriate branch of local government.
 - (5) Committee shall file a report on each meeting with the Department of Transportation.
 - (6) The Department of Transportation shall furnish each commission with traffic accident data and uniform traffic citation data for the rural, federal, state and county highways in the jurisdictions represented in each Commission, which shall identify the accident rates and arrest rates on their highways, and shall also furnish a suitable map for use in spotting accidents.

RESOURCE & RECREATION COMMITTEE

- A. **Membership.** The Resource & Recreation Committee shall be comprised of five (5) County Board Supervisors.
- B. **Oversight.** The Resource & Recreation Committee shall confer and have policy making responsibilities for the following Departments: Parks and UW Extension.
- C. **Duties and Responsibilities.** Duties and responsibilities include, but are not limited to the following:

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1. General policy making responsibility for parks and recreation property operated, maintained and developed by the County to meet the needs of the public and welfare of all recreational users.
2. Set policies and recommend funding levels for establishing and implementing Park programs, activities in the parks and recreation properties.
3. Maintain the development and maintenance of the County's State funded snowmobile trails and other County sponsored recreation trails.
4. Promote tourism and the County's natural, cultural and recreational resources.
5. Act as the Agricultural and University Extension Committee pursuant to §59.56(3)(b), Wisconsin Statutes.
 - a. The Committee shall appoint professionally qualified persons to the University Extension program staff in cooperation with the University Extension.
 - b. The Committee may enter into joint employment agreements with the University Extension or with other Counties and the University Extension if County funds that are committed in the agreements have been appropriated by the County Board. Persons so employed under cooperative agreements and approved by the Board of Regents shall be considered employees of both the County and the University of Wisconsin. The recommendation of the Department Head shall be approved by the County Administrator.
6. Assist in determining appropriate programs to be provided by the County's UW Extension.

D. Subcommittees, Boards and Commissions. None.

SPECIAL OR AD HOC COMMITTEES

- A. **Creation.** Special or Ad Hoc Committees shall be created by the County Board.
- B. **Membership.** Members shall be appointed by the County Administrator, and subject to the confirmation of the County Board.
- C. **Duties and Responsibilities.** Special or Ad Hoc Committees will be created as the need arises, to carry out a specific task ordered by the Chair, which duration shall automatically cease upon completion, or at the direction of the Chair.

COMMITTEE ON APPOINTMENTS

- A. **Membership.** The Committee on Appointments shall be comprised of the County Board Chair, First (1st) Vice Chair, and the Second (2nd) Vice Chair of the Board, elected at the Organizational Meeting, and the County Administrator.
- B. **Duties and Responsibilities.** Review and recommend Committee, Board and Commission assignments for the term of the County Board to the County Administrator. At the County Board meeting following the Organizational Meeting, the County Administrator shall make appointments for County Board approval.

ETHICS INQUIRY COMMITTEE

- A. **Membership.** The Ethics Committee shall be comprised of the five (5) most junior County Board Supervisors excluding those who would be the subject of that investigation, have a conflict of interest, or those who would request an exemption from selection for extenuating circumstances. Junior members are defined as those having the least number of years of service on the County Board. Confirmation of the Ethics Inquiry Committee selection will be dictated by a majority vote of the members serving on the County Board.

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- 1 B. **Duties and Responsibilities.** Responsible for investigation of complaints and conducting a fact-
2 finding hearing pursuant to the Ethics Code, as presented in the County Personnel & General
3 Administrative Policy.
4

5 **RULE XXI: COMMITTEE ORGANIZATION**

6

7 The County Administrator shall appoint all members of all Committees after receiving
8 recommendations from the Committee on Appointments. The appointments are subject to County
9 Board approval.
10

- 11 A. Committees shall as its first (1st) Order of Business, elect a County Board Supervisor Chair, Vice
12 Chair and Secretary. The Secretary shall keep records and minutes of all Committee meetings.
13 Committees may, by motion, appoint a Recording Secretary. Elections shall be completed in
14 accordance with Rule VII.
15 B. In the event the Chair leaves the position of Chair during the term of office, the Vice Chair shall
16 assume the Chair position and an election shall be held to elect a Vice Chair for the remainder of
17 the term.
18 C. A majority of the members of any Committee shall constitute a quorum for the transaction of
19 business.
20 D. Each Committee shall:
21 1. Set policy for all programs and activities of the Departments that report to them.
22 2. Shall act on all requests from Departments that report to them.
23 3. Monitor the expenditure of County funds committed to the Department or agency in terms of
24 its stated goals and objectives.
25 4. Set and evaluate policies for the Department or agency.
26 5. Act on all Resolutions and Ordinances affecting any Department or agency that reports to it.
27 6. At least quarterly, review the expenditures of County funds committed to the Department in
28 terms of the goals and objectives sought to be accomplished.-
29 E. The Chair of each Committee shall report to the County Board of their Committee activities as
30 requested at County Board meetings.
31

32 **RULE XXII: RESOLUTIONS AND ORDINANCES**

33

- 34 A. Resolutions and Ordinances sponsored by Committees or individual Supervisor shall be in
35 writing and filed with the County Clerk seven (7) days prior to the next meeting of the County
36 Board. The County Clerk shall have them reproduced and placed in all of the Supervisors'
37 mailboxes or delivered to all Supervisors for their information and consideration four (4) days
38 prior to the meeting. The Clerk shall also deliver a copy of the agenda to the County
39 Administrator and all Department Heads. At the discretion of the County Board Chair, other
40 matters of information for the County Board may be distributed in a like manner.
41 B. Resolutions and Ordinances shall be taken up in the order in which they are presented, unless
42 otherwise ordered by a majority of the County Board. Unless otherwise directed by a majority
43 vote of Supervisors present, oral reading of any proposed Resolution or Ordinance shall be
44 waived subsequent to reading of the Intent and Synopsis, Be it Resolved, and Supervisors who
45 signed the document, as long as all Supervisors have received a written copy of such Resolution
46 or Ordinance in advance of the reading.
47 C. The Chair or a Supervisor shall present Resolutions, Ordinances, Petitions, Memorials, and other
48 papers addressed to the Board.
49 D. Resolutions or Ordinances to be acted on by the County Board shall be sponsored by at least one
50 (1) Supervisor. When offered by a Committee, the Resolution or Ordinance shall have signatures
51 of a majority of the Supervisors of that Committee. All Resolutions shall carry a preamble setting
52 for the Intent and Synopsis, Fiscal Note, and sponsor(s). Prior to preparing the agenda for the
53 County Board meeting, the County Administrator and Corporation Counsel shall review all

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1 Resolutions and Ordinances. The exception to this is the Budget Resolution, which shall be
2 presented by the County Administrator.

- 3 E. The Clerk shall prepare the agenda with the County Board Chair, including the proposed
4 Resolutions and Ordinances, and place it in the Supervisors' mailbox or mail a copy to each
5 Supervisor, County Administrator, and Department Heads. At the discretion of the County Board
6 Chair, other matters of information for the County Board may be distributed in a like manner.
- 7 F. Copies of late Resolutions or Ordinances shall be provided to all Supervisors, County
8 Administrator, and Department Heads, and shall be read by the County Clerk. The County Board
9 may consider them as long as the Resolution or Ordinance has been timely noticed in accordance
10 with the Open Meetings Law and upon approval of the County Board Chair. The County Board
11 may reconsider any action taken one (1) month previous as long as the prior action taken was
12 properly noticed on the agenda. The County Clerk shall keep on file a copy of the agenda for
13 public review.
- 14 G. Upon completion of the proposed budget by the County Administrator, the Clerk shall have
15 copies of the budget distributed to each Supervisor and Department Heads and made available to
16 the public.
- 17 H. All Resolutions and Ordinances shall start with the number 1 at the beginning of each calendar
18 year. For example: Resolution 2006-1 or Ordinance 2006-1.

20 **RULE XXIII: HOME RULE**

21
22 To give the County the largest measure of self government under the Administrative Home Rule
23 authority granted to Counties in §59.03(1), Wisconsin Statutes, these Rules shall be liberally
24 construed in favor of the rights, powers, and privileges of the County to exercise any organizational
25 or administrative power not contrary to the Constitution or to any enactment of the Legislature that is
26 of statewide concern and which uniformly affects the County.

28 **RULE XXIV: PARLIAMENTARY PROCEDURE**

- 29
30 A. Except as modified by these Rules and in all matters not specifically provided for, the Rules of
31 Parliamentary Procedure in the latest edition of Robert's Rules of Order shall govern the County
32 Board in all cases where applicable.
- 33 B. Each Supervisor shall be issued a current edition of Robert's Rules of Order upon request to the
34 County Clerk following the Organizational Meeting.
- 35 C. The Chair shall preserve order and shall decide questions of order, subject to an appeal to the
36 whole County Board, and shall vote on all questions taken by ayes and nays except an appeal
37 from their own decisions.
- 38 D. Every matter that comes before the County Board, may without motion, be referred to its
39 appropriate Committee by the Chair.
- 40 E. When a motion is made and seconded, it shall be stated by the Chair before debate. If a majority
41 of the Supervisors present require it, the motion, except to adjourn, postpone, table or commit,
42 shall be reduced to writing and if a motion contains several points, a Supervisor may require the
43 motion to be divided.
- 44 F. On all questions, it shall be proper to call for a division for the "ayes" and "nays" if made before
45 the decision of the Chair. A Motion, Resolution, or Ordinance may be withdrawn at any time
46 before an amendment or decision, but all Motions, Amendments, Resolutions or Ordinances shall
47 be entered in the minutes unless withdrawn.
- 48 G. Every Supervisor shall vote when a question is put to vote, unless, after a reason is given for
49 abstaining, the County Board Chair may excuse the Supervisor from voting.
- 50 H. Whenever a Supervisor requests to speak in debate or deliver any remarks to the County Board,
51 he shall address the Chair, confine his remarks to the question under debate, and avoid
52 personality.

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- I. In all cases, the Supervisor who first (1st) addresses the Chair shall speak first (1st). When two (2) Supervisors address the Chair at the same time, the Chair shall name the Supervisor who is to speak first (1st).
- J. Any Supervisor called to order shall immediately cease debate, unless permitted to explain. The County Board, if appealed to, shall decide the case. If there is no appeal, the decision of the Chair shall be submitted to.
- K. All questions shall be put in the order in which they were moved except privileged questions. When a question is under debate no motion shall be received except:

	Need a Second?	Vote Debatable?	Required for Passage?
1. To adjourn	Y	N	Majority
2. To lay on the table	Y	N	Majority
3. For the previous question	Y	N	$\frac{2}{3}$ rds
4. To postpone to a certain day	Y	Y	Majority
5. To commit to a standing Committee	Y	Y	Majority
6. To commit to a Committee	Y	Y	Majority
7. To amend	Y	Y, if motion to be amended is debatable.	Majority
8. To postpone indefinitely	Y	Y	Majority
9. To reconsider	Y	Y	Majority

All other separate motions shall have precedence in order in which they are named.

- L. Any Supervisor desirous of terminating debate may call the previous question. The Chair shall ask if there is any objection to closing the debate. If a Supervisor objects to the call of the previous question, the Chair may call for a motion to end the debate. If the motion has been seconded (2nd), the Chair must immediately take a vote as to whether to order the previous question. To close the debate requires a two-thirds ($\frac{2}{3}$) vote of the County Board.
- M. A Motion to adjourn shall always be in order; a Motion to lay on the table shall be decided without debate; but this Rule shall not authorize any Supervisor to move an adjournment when another Supervisor has the floor or when the Board is voting.
- N. It shall be in order for any Supervisor who voted on the prevailing side, or a Supervisor who has been excused from the previous County Board meeting, to move for reconsideration of the vote on any question on the same or next regular meeting of the County Board.
- O. The Chair may, without suspension of the Rules, call on any County employee for remarks on matters pertaining to their Office or Department.
- P. Any person not a Supervisor, desirous of addressing the Board on any subject, shall first (1st) obtain permission from the Chair prior to the meeting so the item can be placed on the agenda.
- Q. The public may address the County Board at the portion of the agenda listed as Public Participation. The person shall sign their name, address, and the topic they will speak on. The guidelines for Public Participation shall be followed:
 1. The topic may pertain to any item they wish to present with the exception of political candidate endorsement.
 2. Identify themselves and if representing a group, identify the group.
 3. State clearly and concisely the issue, limiting comments to a maximum of three (3) minutes. Written material may be provided. It is not necessary to read an entire document.

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4. Avoid speaking at length to a previously presented issue by briefly expressing support for that issue.
5. Plan group representation by appointing one (1) or two (2) members to present an issue.
- R. In general, new positions shall be approved through the budget process. However, when the County Administrator determines that an unbudgeted position is necessary, the position shall be approved by a majority vote of the Executive Committee, a majority vote of the Administrative and Finance Committee, and a two-thirds ($\frac{2}{3}$) vote of the full County Board if there is no funding available in the Departments budget. If there is money in the budget, it will require a majority vote of the County Board member's present.

RULE XXV: FUNDING

- A. **Contingency Fund.** Any appropriation from the Contingency Fund requires two-thirds ($\frac{2}{3}$) vote of the County Board membership. (14 votes)
- B. **General Fund.** Any appropriation from the General Fund requires two-thirds ($\frac{2}{3}$) vote of the County Board membership. (14 votes)
- C. **To Borrow.** A two-thirds ($\frac{2}{3}$) vote of the County Board membership is required before the County Board may borrow funds. (14 votes)
- D. **To Transfer.** A two-thirds ($\frac{2}{3}$) vote of the County Board membership is required to permit transfer of money from a line item within one (1) Department to a similar or different line item within another Department, or to permit transfer of money from an existing line item within a Department to line items unanticipated and not referred to in the annual budget. Unless approved by the Administrative & Finance Committee and the aggregate totals of such transfers in one (1) year does not exceed ten percent (10%) of the Department's budget.
- E. **Annual Budget.** The County Board annual budget will not be valid unless it conforms with §65.90, Wisconsin Statutes, and is approved by majority vote of the County Board. Any amendments to the budget following the hearing shall require two-thirds ($\frac{2}{3}$) vote of the County Board membership.

RULE XXVI: NEW POSITIONS

New permanent County positions that require hiring of additional employees shall not be created without approval of two-thirds ($\frac{2}{3}$) of the County Board member's present. If there is money in the budget to cover the costs of the position, it will require a majority vote of the County Board member's present.

RULE XXVII: SELLING PROPERTY

- A. No County real property shall be sold unless first authorized by majority vote of the County Board in regular meeting.
- B. The County Administrator is authorized to execute and sign any and all legal documents relating to sale and purchase of real or personal property.

RULE XXVIII: COUNTY CONTRACTS AND LEASE AGREEMENTS

All County contracts and lease agreements shall be reviewed and initialed by the Corporation Counsel before approval by the County Board or appropriate Committee. Once approved by the County Board or Committee, the County Administrator shall sign all contracts or lease agreements.

Unless the authority to approve the contract is granted directly to a Committee by State Statute, any contract to which the County or Committee or other sub-unit is a party, may only be entered into with approval of the County Board if the contract would impose obligations, financial or otherwise, on the County which would last beyond the term of the currently sitting Board.

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RULE XXIX: CLAIMS AGAINST THE COUNTY

- A. All claims shall be processed in accordance with §59.07(1) and (2).
- B. The Corporation Counsel shall review every claim(s) against the County.
 - 1. The Corporation Counsel may in accordance with §59.52(12)(b), Wisconsin Statutes, and take appropriate legal action; or
 - 2. After review, the Corporation Counsel shall advise the appropriate Committee(s) and/or County Board of the appropriate legal action to be taken.

RULE XXX: RULES IN VIOLATION OF LAW

Nothing in these Rules shall be construed to conflict with any Federal or State Law. If any Rule is invalid by law or by any court of competent jurisdiction, the remainder of the Rules shall not be affected.

RULE XXXI: RULE CHANGE

- A. These Rules may be suspended by a two-thirds ($\frac{2}{3}$) vote of the Supervisors present.
- B. These Rules may be amended by Resolution at any Regular Session of the Board by a two-thirds ($\frac{2}{3}$) vote of Supervisors present.

RULE XXXII: DEFINITIONS

- A. Pronouns of masculine gender used herein refer to persons of either sex.
- B. Majority shall mean the majority of the elected or appointed Supervisors present.
- C. The term Committee shall be used herein to refer to Committees, Boards, and Commissions, unless otherwise specifically noted.